



San Francisco de Asís

Catholic Church and School

1600 E. Route 66 - Flagstaff, AZ 86001 - (928) 779-1341 - www.sfdaparish.org

Parent/Student Handbook Addendum

Effective Date: August 17, 2020

These changes are in effect during the COVID-19 pandemic and will discontinue once the pandemic ends.

Health Screenings

- Staff's temperature will be checked upon arrival at school
- Student's temperature will be checked before entering the building
 - Students' temperature will be checked at the end of the round-a-bout when they get out of the car
 - If a students' temperature needs to be checked again, parents can wait in the parking lot until the second reading is complete
 - If students are showing symptoms or a fever, they will be picked up immediately
- Parents will do a daily symptom screening that will be provided by SFdA with their child each morning
- Staff will conduct a symptom screening when student arrives at school

Face Masks

- Students in grades kindergarten through eighth will wear face masks
- Face masks will be worn:
 - When transitioning between classes
 - Upon arrival and dismissal
 - When students are not physically distanced
 - If students are physically distanced in their classroom, then the use of a mask is not needed
- During recess students are recommended to wear a face mask when not socially distanced. Face masks should be removed and students should rest if they feel shortness of breath.
- Face shields will be available for all teachers
 - Face masks will be worn by teachers when they are not in class and when they are interacting with students outside their cohort



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- Each teacher will have a face shield available to wear in addition to their face mask

Physical Distance

- Students will maintain a safe distance throughout the school in areas such as:
 - Bathrooms
 - Lunch lines
 - Hallways
 - Classrooms when needed
- Plexiglass shields will be installed in classrooms with larger desks
 - 8th grade
 - Art
 - Library
 - Science
 - Kindergarten
 - Grades first through sixth will have shields available at their back tables for small group instruction

Personal Hygiene

- Sanitation stations are located in each classroom
- Additional stations will be placed
 - Inside the playground area
 - Before entering the gym
- Students will sanitize before entering the gym, before recess, and before entering the classroom
- Classroom windows will be open prior to school beginning and gym ventilation fans will be turned on



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Traffic Flow

- The hallways will have a 4 foot separation for students that need to walk in either direction
- Students will only walk in one direction as directed on the floor
- One lane lanes will be marked throughout the hallways

Recess

- Recess will be divided into three sections
 - Gym
 - Swings/Playground Equipment/Tetherball
 - Field/Basketball Court/Gaga Ball Court
- Each cohort will rotate each day between the three sections
 - Morning Recess:
 - Gym: K-1
 - Swings: 2-3
 - Field: 4-5
 - First Lunch Recess:
 - Swings: K-1
 - Field: 2-3
 - Second Lunch Recess:
 - Field: 6-8
 - Gym: 4-5
 - Afternoon Recess:
 - Gym: 2-3
 - Swings: 4-5
 - Field: K-1
- Students will stay in their section for each recess
- Students will use hand sanitizer before recess
- In the event of a rainy day, students will stay in their classroom for recess

Lunch

- Half of the gym will be used for lunch
- On one side of the gym (one-fourth) will be K-1 and on the other fourth will be 2-3
- For the second lunch, one fourth will be for 4-5 and the other fourth will be 6-8



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- Tables will be cleaned according to CDC guidelines after each lunch

Drop off

- Prior to entering the building, students will be screened
- Parents will need to schedule meetings with teachers if they would like to meet before school and will be required to wear a mask and complete the screening prior to entering the building

Pick up procedures

- ALL parents will pick up from their car using the round-a-bout.
- Students will line up and wait in their designated section until their car is in the round-a-bout
 - Classes will leave the gym by grade
 - Students will either line up on the north or south side based on where their parent picks up
- Name tags of students' last name will be made for parents to place in their windshield for easy recognition for pickup

Bathrooms

- There will be social distancing protocols in the bathrooms to avoid students coming within 6 feet of each other
- Tape will be on the ground to help distance students in the bathroom
- Tape will be used to separate students while they are washing their hands
- A maximum number of **EIGHT** students will be allowed in the bathroom at once
 - One student per class will be allowed to use the restroom
- If a class is using the bathroom as a whole class, then the bathroom will be closed to other students
 - For example, if second grade is using the restroom after lunch, a seventh grader will need to wait until they are finished
- Bathrooms will be cleaned in the middle of the day
- Only water bottles will be used for drinking



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- Students will need to have a water bottle for the day, if they do not have a water bottle, a plastic cup with their name on it can be provided

Preschool and Pre-K

- Preschool and Pre-K students will be dropped off and picked up on the northwest side of their playground near the entrance gate
- There will be a check-in/check-out table at the gate for parents

Parent/Guardians and Visitors on Campus

To limit the number of people on campus, visitors must need approval from either a teacher or administration to enter campus. All visitors must complete a health screening before entering the building. The health screening will be conducted in the front office by a staff member. All visitors must wear a mask on campus at all times.

Classroom Parties

Parents/guardians need to make arrangements with classroom teacher prior to a class party. Annual classroom parties include Halloween, Christmas, Valentine's Day, and the End of the Year. If a parent would like to bring in something for the party, they must drop it off at the front office. To limit the number of people in the classroom, all visitors need approval from the classroom teacher to enter the building and a health screening must be completed.

Mass

SFdA will have their own school Mass that will be different from the parish's daily Mass schedule. Parents are still welcome to attend this Mass, but students will stay seated with their class during the Mass. Masks are required for any parent that is attending Mass.

Spiritual Retreats

At this time, the spiritual retreats will be moved to the spring semester. A location and date for the retreat is not set at this moment.

SCRIP

At this time, the SCRIP obligation has been suspended. Any purchases of SCRIP can be made by emailed or calling the office.



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SPIRIT Hours

The SPIRIT hour obligation has been suspended for the 2020-2021 school year. SFdA still welcomes volunteers to help out, but there is not a mandatory amount of hours for this school year.